

申請改正與僱傭無關的個人資料

Application for Correction of **Non-employment-related** Personal Data

(這份表格可用英文或中文填寫。填寫前請細閱本表格的附註)

(This form can be completed either in English or Chinese. Please read the notes before writing)

申請人的個人資料 Applicant's Personal Particulars

姓名 Name	*先生 Mr 夫人 Mrs 小姐 Miss	香港身分證號碼 HKID No.	
通訊地址 Correspondence Address			
電話號碼 Tel No.		傳真號碼 Fax No.	

* 請刪去不適用者 Please delete where appropriate.

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Non-employment-related Personal data to which the request relates

資料當事人姓名和香港身分證號碼 (如申請人並非資料當事人) Name & HKID No. of Data Subject (if different from those of the applicant):
要求的詳情(如有需要可另紙填寫) Details of request (Please attach additional sheets if necessary)

簽署

Signature : _____

日期

Date : _____

附註 Notes:

- 在本表格填寫的資料，將用作處理你的申請。
The information provided will be used for processing your application.
- 你就此申請提供個人資料，屬自願性質，但假如提供的資料不夠詳盡，我們未必能夠處理你的申請。
The provision of the personal data for processing this application is voluntary. However, if you do not provide sufficient information, we may not be able to process your application.
- 請將此申請書以郵寄（沙田排頭街1至3號康樂及文化事務署總部十三樓）或傳真(2603 0642) 方式送交康樂及文化事務署部門個人資料(私隱)監督。如欲索取其他有關資料，請致電 2601 8018。
Please send this application to the Departmental Personal Data Controlling Officer of the Leisure and Cultural Services Department by fax (2603 0642) or by mail to 13/F, Leisure and Cultural Services Department Headquarters, 1-3, Pai Tau Street, Sha Tin. For further information, please telephone 2601 8018.
- 你須就查閱資料繳交費用，金額為複製有關紀錄的成本。我們會預早通知你所需費用。
A charge may be made for your application, reflecting the cost of reproducing the records concerned. We shall advise you in advance of any charge to be levied.
- 如你並非資料當事人，請把資料當事人簽署的授權書，以及你本人及資料當事人的香港身分證影印本各一份，連同本表格一起提交。
If you are not the data subject, please enclose with this application an authorization letter signed by the data subject, as well as a copy each of the data subject's HKID card and your own HKID card.
- 我們可能要求你提供補充資料，協助我們處理你的申請。
We may ask you to provide additional information to help us process your application.